

# Accountant I

City of Royal Oak, MI

Salary: \$44,926 - \$50,566 (DoQ)

An **Accountant I**, upon application, shall have the following training & experience:

**Required:** High School degree or equivalent

**Preferred:** Graduation from an accredited college or university with a degree in accounting or training and/or coursework in governmental accounting, or an equivalent combination of experience and education which results in the stated knowledge, skills and abilities.

**GENERAL STATEMENT OF DUTIES:** This is professional accounting work within a municipal treasury department. The **Accountant I** is responsible bookkeeping and accounting work relative to municipal fiscal record keeping and exercises independent judgement in the application of professional accounting principles and procedures to daily work transactions, and in the preparation, analysis and interpretation of accounting records and reports. Work is performed in accordance with established procedures under the general supervision of the Treasurer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** An **Accountant I** may be called upon to do any or all of the following (*These examples do not include all of the tasks the employee may be expected to perform*):

- Prepare and post daily, monthly journal entries to general and subsidiary ledgers including distributions, adjustments and/or corrections.
- Assist the cashier in reconciling and balancing the cash.
- Serve as the backup for the cashier.
- Analyze and audit water billing transactions.
- Serve as the backup for the water billing clerk.
- Maintain the Tax, Utility Billing, Cash Receipting, Special Assessment, Miscellaneous Receivable and Loan Servicing (Trakker) subsidiary systems.
- Respond promptly and courteously to customer's phone, email, mail or in-person inquiries.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Adhere to internal control process and procedures at all times.
- Assist in the preparation of financial statements and other records.
- Prepare, analyze and interpret accounting records and reports.
- Prepare audit schedules and special financial reports as requested by supervisor.
- Prepare federal, state and local returns/forms in compliance with regulatory requirements.
- Prepare correspondence, spreadsheets, financial and miscellaneous reports.
- Perform related bookkeeping and accounting work as required.
- Assist in training new personnel.

## **QUALIFICATIONS FOR EMPLOYMENT:**

- Working knowledge of accounting principles as applied to governmental and budgetary accounting.
- Some knowledge of laws and regulations and ordinances governing municipal financial matters.
- Working knowledge in cash handling procedures.
- Working knowledge in the review, analysis, and audit of cash handling procedures, billing and financial records.
- Working knowledge in customer service.
- Working knowledge of electronic data processing systems as they relate to accounting applications.
- Ability to use micro-computer software applications effectively.
- Ability to prepare narrative and financial reports and to keep financial records of moderate complexity.
- Ability to instruct and guide subordinate clerical employees.
- Ability to establish and maintain satisfactory working relationships with other employees and the general public.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

**APPLY:** The Human Resources Department must receive *a cover letter, resume, and transcript(s) along with a completed City of Royal Oak employment application*  
**No later than 4:00 pm on Wednesday, April 6, 2016.**

Applications are available in the Human Resources Office at City Hall or online at [www.romi.gov/jobs](http://www.romi.gov/jobs)